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ATTACHMENT NO. II

INW ADMINISTRATIVE PROCEDURE

1. This statement on administrative procedure to be followed in INW is adopted for the guidance of all members of INW, and for the information of members of the EDAC structure.

2. Statement of Administrative Procedure

A. Time and Place of Meetings

The Executive Secretary, with the advice and consent of the Chairman, shall arrange for meetings of INW and shall notify members in advance of the time, place and agenda for such meetings, which normally will be held each week on Thursday morning at 10:00 a.m.

B. Agenda

No substantive matter should be placed on the agenda for action unless the member agencies have had notice at least two working days in advance of the meeting at which the subject is to be discussed. It shall be incumbent upon members, therefore, to notify the INW Secretariat three full working days in advance of the scheduled meeting (when possible) of matters to be placed on the agenda. When the agenda item involves presentation of a paper, distribution of this paper should be made so as to allow at least one week for review prior to INW consideration. The Chairman, however, may suspend these requirements at his discretion. It is suggested that the agency submitting a paper for INW consideration transmit it in hasteo or other reproducible form to the INW Secretariat for reproduction and distribution.

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C. Assignment of Responsibility for I/G Production

When the I/G determines that an intelligence study should be produced by I/G in response to a request from either an EDAC working group or agency, the Chairman of I/G shall assign responsibility, with the consent of the agency concerned, for its preparation. Such assignment may be made to: (1) a subgroup of I/G: or (2) a member agency of I/G. The Chairman may, alternatively, refer the problem to the Executive Committee of EDAC, the EIC, or some other interdepartmental group when it appears to be beyond the competence or responsibility of I/G.

When subgroups of I/G are constituted, non-members of I/G may be invited to participate. I/G members shall be appointed (whenever practicable) to chair such subgroups. In those instances where it proves more desirable to appoint a non-member for such purpose, it shall be the responsibility of the I/G member representing the agency from which the Chairman is appointed to keep the I/G advised of subgroup activities.

D. I/G Papers

1. "An I/G report" as used in this memorandum denotes any intelligence document which the I/G has approved as such with the consent of the originating agency or agencies.

2. Studies prepared for I/G shall be submitted through the Executive Secretary, I/G, as working papers for review prior to their dissemination as I/G reports. Approval for release of papers so submitted shall have been obtained from source agencies by the producing agency,

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working group, or individual analyst, prior to transmittal to the Executive Secretary, IWG, for reproduction and distribution. A statement that such approval has been obtained will be appended to each draft working paper submitted to the Executive Secretary, who will then assign an appropriate number to the working paper and effect its distribution. (See also, Section IV, paras. A and C of Attachment I, supra)

3. Working papers submitted to IWG shall be considered to remain in draft until acted upon by IWG and shall not be disseminated outside the Group, with the exception that IWG members may make limited dissemination within their own agencies on a "need to know" basis.

4. When working papers are submitted to IWG for review prior to release to the requestor or otherwise, a copy shall be furnished to each member, who shall be requested to indicate to the Executive Secretary within a time limit to be determined by the Chairman, his concurrence, dissent, reservation, or proposal to furnish additional intelligence.

The preparing agency will then make every effort to produce a report which represents the intelligence consensus of those member agencies having an interest in the matter or whose intelligence has been used by the preparing agency. To this end, the Chairman may appoint a subgroup (if the subject matter is not within the purview of an existing subgroup) to review the problem and prepare or arrange for the preparation of a revised paper to be submitted for IWG review. Following IWG approval, the finished report may then be forwarded with any remaining dissents,

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comments, or additional intelligence to the requestor and given authorized I/G dissemination.

If time, or the nature of the dissents, does not permit development of a concurred report representing the intelligence consensus of the several members, the report may be forwarded with any dissents, comments, or additional intelligence to the requestor and given authorized I/G dissemination.

E. Designation of Acting Chairman

It shall be the responsibility of the Chairman, in the event of his absence from duty, to designate an Acting Chairman for the period of absence. Such acting Chairman shall have the powers of the Chairman.

F. Approval for Release of Material for Use in I/G Papers

When material from intelligence agencies is incorporated in an I/G paper, I/G members shall serve (whenever practicable) as the channel through which approval for release of such material may be obtained from the producing agency, subgroup or individual analyst.

G. Use of I/G Case Forms

Requests for intelligence production, reports of apparent violations of Free World economic defense controls, and collection requirements relative to such apparent violations shall be submitted on the standard I/G case form and made the subject of I/G cases, in the discretion of the Chairman. When an I/G case is established, each member shall secure

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from his agency and submit to the Executive Secretary, or otherwise
(as directed), for retention or for information and return, all available
pertinent information or intelligence, or recommendations for collection,
as required.

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